



PARKS AND RECREATION TOWN OF DUMFRIES

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Parks and Recreation Commission
Dumfries Town Hall—Council Chambers
December 16, 2015 – 6:00 P.M. Meeting Minutes

A G E N D A

- I. Roll Call of Attendees: April Williams, Rafael Soto, Shaun Peet, Deborah Greaux, Deborah Gibbs, Brittany Heine
- II. Adoption of Agenda: Motion made by Deborah Greaux to amend agenda to allow comments from Mayor Foremen on behalf of the Town Manager Dan Taber, 2nd by Rafael Soto, no discussion motion passed 5-0 vote (Dan Taber has asked to be added to January's agenda.) Motion made by Deborah Greaux (changing September to November) on the agenda; 2nd by Rafael Soto no discussion motion passed 5-0 vote
- III. Approval of November Minutes: Motion made by Rafael Soto, 2nd by Deborah Gibbs, Brittany Heine abstained from voting due to not having seen minutes from November's meeting. No discussion motion passed 5-0-1 vote
- IV. Citizens Comments: None
- V. Mayor Foreman on behalf of Dan Taber: Discussion on Roberts Rules of Order, Commission Chairs responsibility, Minutes and Agenda, Comments and Emails, Proper invites of Town staff and Council, when it has been noted that they wish to Present, have a discussion, or give advice to the commission. Budget deadline dates, and line itemizing.
- VI. Old Business:
 - A. Volunteer – Update: Volunteer packet a little too extensive, short P&R volunteer application has been drafted for events table (not a substitute for original application which is still required) rough drafts have been provided.
 - B. Update on P&R Table: Estimates provided for table covers, pricing give away items for event table. Table items to be selected and voted on after pricing.
 - C. Resources Vendors, Entertainment, and Promotions: P&R has spoken with Entertainment that are may perform voluntarily. Brittany Heine has suggested a country artist that has provided services to the Town at past venues.
 - D. Update Boys & Girls Club usage: Scheduling time and date for meeting with Boys and girls club, to discuss possible usage and programs.
 - E. Work Session Debrief: Discussion on P&R volunteer database, collaboration with Community service, 2016 Calendar, Minutes and agendas, upcoming programs/events, vendors and entertainment, budget

VII. New Business:

- A. Concert Time Change 4-7pm: Time change recommended to take in consideration weather (temperature), and transition time (residents transitioning from church) for concert. Motion made by Deborah Gibbs to change concert time from 3-6 to 4-7 pm, 2nd by Deborah Greaux no discussion motion passed 6-0 vote (Time change request to be approved by council.)
- B. Resources on P&R programs (VDH) Grant: Meeting was held with Town Manager and VDH in regards to a partnership to prevent chronic disease and promote healthy living and implement health/fitness programs in the Town of Dumfries. Project moving forward.
- C. Community Use Policy: There has been a policy drafted and reviewed by Town Attorney and notations and suggestion have been made. Currently we are at a great point with policy.
- D. Community Garden winterization finalization: Garden has been cleaned, and winterized, and will be revisited prior to spring.
- E. Budget: Deborah Greaux to get with Brittany Heine to go over requested lined items for P&R budget. Brittany Heine to request information needed.
- F. 2016 Programs and Events Calendar: It was advised that the Commission establish meeting dates for the upcoming 2016 calendar year. Brittany Heine asked the commission to submit document needed to solidify the third Wednesday of every month to be submitted to Teresa and Dawn. Motion made by Rafael Soto to accept schedule, with the only change being December 21, 2016 moving to December 14, 2016 2nd by Deborah Gibbs no discussion motion passed 6-0 vote.

Member Comments: Rafael Soto happy to be back in good health, Deborah Greaux happy to be here and thank you to the commission board members. Deborah Gibbs Happy she is able to finally sit on Commission Board officially. Brittany Heine has congratulated Mrs. Gibbs and provided copy of Deborah Gibbs commission status.

Work session: January 7th, 2016 at 7pm at Community Service building (Brittany Heine to Confirm)

Adjournment: 7:51pm

Next Meeting: January 20th, 2016